

8-15-1985

# Retreat Summary

WKU Council of Academic Deans

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## Recommended Citation

WKU Council of Academic Deans, "Retreat Summary" (1985). *Council of Academic Deans*. Paper 449.  
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## Notes

### Council of Academic Deans' Retreat in Owensboro August 15-16, 1985

The meeting was attended by Drs. Gray, Haynes, Hellstrom, Hershberger, Kupchella, Petersen and Sandefur. There was extensive, informal discussion of a wide range of topics.

Dr. Haynes reported on the status of the preliminary budget request for the 1986-88 bienium. The application of the funding formula would result in an increase of \$2.9 million for Western. Fixed cost increases are estimated at \$500,000. A 5% salary increase with fringe benefits, would cost \$1.7 million. The priorities for the remaining \$700,000 would be (1) further salary increases, (2) equipment acquisitions, (3) maintenance, and (4) new program development. Priorities for any requests above the formula included additional "catch-up" salary, improved fringe benefits, maintenance and modernization of facilities and enhancement of selected program areas. The deans agreed to emphasize performance evaluation in salary administration next year.

The deans agreed on the desirability of moving to an earlier calendar for tenure and promotion reviews. The deans will send specific letters to each faculty member being reviewed for tenure notifying them of the dates when supporting materials must be submitted. The initial deadline for submitting materials to support tenure and applications for promotion will be October 1. However, the deans agreed to interpret that deadline liberally the first year and accept new materials, if relevant, after that date.

A discussion was held on the university's periodic review of administrative units and administrators. It was agreed that these reviews should focus primarily on the programs of the unit and only secondarily on the administrator. The deans will meet with each review committee at the beginning of the process to give them

guidelines and instructions. The process should be initiated early in the academic year, with the review committee named by October 1, including the outside evaluator. The committee's report is due in the dean's office by April 15.

Continuing education and extended campus offerings were discussed. There was agreement to keep department heads and deans better informed about faculty assignments in continuing education and that extended campus courses should become more a part of the regular operations and planning of the departments and colleges. There was agreement on moving toward focusing efforts on a small number of off-campus centers -- at Owensboro, Ft. Knox, Glasgow and possible Russellville and Nashville. It was agreed that we should continue to pay an extra-service stipend to faculty teaching off campus. The deans were also to explore with department heads a limitation of one off-campus assignment per faculty member, per semester.

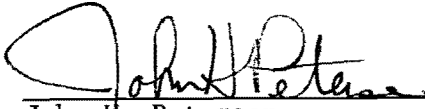
The decline in summer school enrollments was considered extensively, and plans for change for 1986 were discussed.

Among ideas considered were:

- (1) Alternative schedules - moving from one 8-week session to:
  - (a) a 3-week and an 8-week session,
  - (b) two 5½-week sessions
  - (c) a 9-week session broken into 3, 6, or 9-week segments,
  - (d) a 12-week session broken into 3, 6, 9, or 12-week segments, or
  - (e) other combinations.
- (2) Adopting a core program of courses which will definitely be offered and other courses on a "make" basis only. Advertising the core well in advance and assure students of availability.
- (3) More flexible faculty assignments, i.e., teach summer term and have off one bi-term during academic year.

Faculty evaluations were also discussed. Some sentiment was expressed for a common university-wide form although the College of Business has just developed a new form which it would not want to change immediately. The Faculty Senate

has expressed interest in performance evaluations and will study the issue this year. The deans agreed to return to this topic in future meetings.

  
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John H. Petersen